

**DIVISION OF
PHYSICAL THERAPY
EDUCATION**

**STUDENT
HANDBOOK
2009-2010**

UNIVERSITY OF
Nebraska
Medical Center

TO: Physical Therapy Students

FROM: The Division of Physical Therapy

Students in the University of Nebraska Medical Center's Doctor of Physical Therapy Program are expected to follow the policies and procedures established by the University of Nebraska Medical Center (UNMC) as published in the *UNMC Student Handbook* and the *School of Allied Health Professions-Policies for Students Manual*. All students, regardless of their year of enrollment, are responsible for knowing and abiding by the policies specific to the Doctor of Physical Therapy (DPT) program which are identified within this *Division of Physical Therapy Education Student Handbook*.

It is our hope that this handbook will clarify the mission and goals of the Division of Physical Therapy Education and inform you of the policies and procedures affecting students in the DPT program.

20th Printing; August, 2009

TABLE OF CONTENTS

PROGRAM OVERVIEW	1
Program History.....	1
Mission	1
Vision.....	2
Expectations and Requirements of the DPT Programs	3
General	3
Graduation	3
Faculty and Staff Roles	4
Faculty	4
Staff	4
Academic Calendar	5
ACADEMIC POLICIES AND PROCEDURES	6
Minimum Grade Requirements.....	6
Academic Integrity	6
Professional Conduct	7
Safety Standards	7
CONSEQUENCES OF SUBSTANDARD PERFORMANCE	8
Academic Probation	8
Required Leave of Absence	8
Termination of Enrollment and Dismissal	9
Appeal Procedures	9
CLINICAL EDUCATION POLICIES AND PROCEDURES	10
Supervision of Physical Therapy Students by Clinical Instructors	10
Attendance and Work Schedules of Clinical Education Experiences	10
Other Clinical Education Requirements.....	11
ATTENDANCE AT PROFESSIONAL MEETINGS.....	12
All Class Meetings	12
Professional Meeting Requirements.....	12
EVALUATION POLICIES AND PROCEDURES	13
Student Performance Evaluation Committee (SPEC)	13
Role of SPEC.....	13
Composition of SPEC	13
Appearance before SPEC	13
Evaluation Methods	13
Written Examinations.....	13
Laboratory Examinations	14
Clinical Education	14
Professional Conduct	14

Grading Scale	15
Calculation of Grade Point Average (GPA)	16
Grade of Incomplete	16
Failing Grades	17
Honors Policy	17
ADMINISTRATIVE POLICIES AND PROCEDURES	18
Student Affairs	18
Student Laboratory Consent	18
Americans with Disabilities Act	18
Faculty Advisors	18
Leave of Absence (Requested)	18
Withdrawal	19
Student Employment.....	20
Protection from Infectious Diseases	20
Online Training and Certification Requirements	20
BLS (Basic Life Support) Certification.....	21
Student Fund Raising Activities	21
Division Operational Policies	22
Class Cancellation Policy	22
Email Communication	22
Use of University Computers and Information Systems.....	22
Student Attendance Policy.....	22
Facility Use by Students	23
Graduation	24
Scholarship Selection Process	24
ORGANIZATIONS.....	25
Director's Advisory Council.....	25
Class	25
APTA	25
SUN-APTA	25
APPENDIX A.....	26
SUN-APTA Constitution and Bylaws	26
APPENDIX B.....	32
Generic Abilities Expected of Physical Therapy Graduates.....	32
APPENDIX C	44
Core Faculty & Staff Office Map/Phone Numbers	44
Curriculum Table	45
Campus Associated PT Faculty.....	46
Record of Attendance at Professional Meetings.....	47

PROGRAM OVERVIEW

Program History

The Division of Physical Therapy Education is organizationally located within the School of Allied Health Professions, College of Medicine, of the University of Nebraska Medical Center (UNMC). It was established through funding by the Nebraska Unicameral in 1969. The first class of students was accepted in 1970 and graduated in 1972. The baccalaureate curriculum was initially accredited in 1972 and was reevaluated and granted continued accreditation by the Commission on Accreditation for Physical Therapy Education (CAPTE) in 1978, 1983 and in 1988. The program is also approved by the Nebraska Coordinating Commission for Postsecondary Education. Students graduating from the program from its inception through 1990 received a Bachelor of Science degree in Physical Therapy.

Interim accreditation was granted in 1990 for a Master of Physical Therapy program with full accreditation being received in 1993. Accreditation was granted for the Doctor of Physical Therapy (DPT) program in May 2000 and 2004 from the Commission on Accreditation in Physical Therapy Education. The DPT curriculum requires the completion of a minimum of 125 semester hours, including 34 weeks of clinical practice. Graduates are awarded a Doctor of Physical Therapy degree.

UNMC enjoys full accreditation by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools.

30 North LaSalle Street, Suite 2400

Chicago, IL 60602-2504

Telephone 800-621-7440

or

www.ncahigherlearningcommission.org

Mission

The mission of the Division of Physical Therapy Education at the University of Nebraska Medical Center is to serve the State of Nebraska by: 1) preparing entry-level practitioners through a broad scope education; 2) providing professional service; and 3) contributing to the body of health science knowledge through research and creative activity.

Vision

Specific to its graduates, the Division of Physical Therapy Education will produce knowledgeable, ethical, and professional practitioners of physical therapy capable of using a highly rigorous scientific background in clinical decision making. Although the graduates are primarily educated as entry-level generalist practitioners, they do receive the basic instruction to assume supervisory, educational, administrative, and research roles, thus ensuring their ability to practice physical therapy in accordance with the American Physical Therapy Association (APTA) Standard of Practice for Physical Therapy (available on the APTA website www.apta.org). Graduates utilize effective generic abilities in the practice of physical therapy (See Appendix B). The program supports an understanding of evidence-based practice as the key to maintaining the integrity, growth and development of the practice. The successful transition from student to professional requires students to demonstrate dedication, integrity and a lifelong commitment to learning.

Expectations and Requirements of the DPT Program

General

Students are expected to:

- ✓ attend all classes
- ✓ actively participate in all laboratory experiences
- ✓ complete all assignments on time
- ✓ conform to the policies of UNMC, SAHP, Division of Physical Therapy Education and clinical site policies and procedures
- ✓ demonstrate consistent professional and ethical conduct

Graduation

In order to graduate, students must meet the following requirements:

- ✓ Receive grades of "C-" or better in all courses within the curriculum and maintain an overall grade point average (GPA) of 2.33 or better in each semester of the program and cumulatively throughout the curriculum
- ✓ Pass all laboratory practical exams and clinical education experiences
- ✓ Document attendance for required professional meetings (see page 12)
- ✓ Consistently demonstrate professional and ethical conduct
- ✓ Discharge all indebtedness to the University of Nebraska

Faculty and Staff Roles

Faculty

Program faculty include core academic faculty, clinical education faculty and associated faculty.

Core academic faculty have primary appointments in the Division of Physical Therapy Education, including the Program Director, the Academic Coordinator of Clinical Education and other faculty who report to the program director. While these faculty have significant teaching responsibilities, they also participate in clinical practice, research/scholarly activity, and service to the University and community.

The program benefits greatly from other faculty, including the *clinical education faculty* who oversee the clinical experiences of the students and the *associated faculty* who have primary appointments in other University departments but have physical therapy student classroom and/or laboratory teaching responsibilities.

Staff

The *Administrative Coordinator* is responsible for the supervision and coordination of administrative, fiscal and admissions activities.

The *Program Coordinator* assists the Director, Associate Directors, and Director of Clinical Education, schedules clinical education experiences, compiles the master class schedule, serves as the SUN-APTA liaison, and participates in public relations activities.

The *Program Secretary* manages inquiries about the physical therapy program, provides staff support for faculty and performs general office duties.

**DIVISION OF PHYSICAL THERAPY EDUCATION
SCHOOL OF ALLIED HEALTH PROFESSIONS
UNIVERSITY OF NEBRASKA COLLEGE OF MEDICINE**

2009-10 ACADEMIC CALENDAR

SEMESTERS & SUMMER SESSION

August 24 - December 18, 2009 (All) Fall Semester
 January 4 - May 1, 2010..... (All) Spring Semester
 May 10 - June 25, 2010 (PT1) Summer Session
 May 10 - July 2, 2010 (PT2) Summer Session

RECESS AND HOLIDAYS

September 7, 2009..... Labor Day
 November 26 - 29, 2009..... Thanksgiving
 December 19, 2009 - January 3, 2010 (All) Winter Recess
 January 18, 2010 (PT1 & PT2) Martin Luther King Day
 March 14 - 21, 2010 (PT1 & PT2) Spring Recess
 May 2 - 9, 2010 (PT1 & PT2) Semester Break
 May 31, 2010 Memorial Day
 July 4, 2010..... Independence Day

SPECIAL EVENTS AND DATES

August 19-21, 2009 (PT1) Orientation & Registration
 September, 2009.....Physical Therapy Campus Visit
 October, 2009NE Chapter APTA Fall State Meeting
 October 26 - December 18, 2009..... (PT3) Full-time Clinical Internship
 January 4 - April 23, 2010 (PT3) Full-time Clinical Internship
 Spring, 2010..... NE Chapter APTA Spring State Meeting
 May 7, 2010(PT3) SAHP Pre-Commencement & Hooding Ceremony
 May 8, 2010(PT3) Graduation
 May 10 - July 2, 2010 (PT2) Clinical Internship

glh
05/09

ACADEMIC POLICIES AND PROCEDURES

Students in the DPT program are expected to make satisfactory academic progress toward completion of the degree requirements. Satisfactory academic progress includes: meeting minimum grade requirements, demonstrating academic integrity, exhibiting appropriate professional conduct and adhering to safety standards. Failure to comply with these standards will result in the student appearing before the Student Performance Evaluation Committee and may be cause for dismissal.

Minimum Grade Requirements

To make satisfactory academic progress within the Division of Physical Therapy Education, students must:

- receive a passing grade of "C-" or better or "PASS" in all courses required in the physical therapy curriculum, regardless of the department, school, or college offering the course;
- maintain an overall grade point average (GPA) of 2.33 (C+) or better in each semester of the program and cumulatively throughout the curriculum. (See Evaluation Policies and Procedures, page 13)

Academic Integrity

Students must abide by the policies of the University of Nebraska Medical Center with regard to "Academic Integrity and Professional Conduct," as outlined in the UNMC Student Handbook. Failure to do so may be cause for dismissal. Infractions include, but are not limited to, the following areas:

- Cheating. (Defined as the use or attempted use of unauthorized materials or information for an academic exercise.)
- Academic Misconduct. (Defined as the falsification of official documents and/or obtaining records, examinations, or documents without authorization.)
- Fabrication. (Defined as the forgery or falsification of information for an academic exercise.)
- Plagiarism. (Defined as the stealing and passing off of the ideas or words of another as one's own; to use a created production without crediting the source; to commit literary theft.)

Professional Conduct

Professional conduct is an academic requirement and is expected from students in all educational and professional settings. Professional conduct is demonstrated by:

- behavior consistent with the APTA's *Code of Ethics and Guidelines for Professional Conduct* (available on the APTA web site).
-
- ongoing demonstration of appropriate *Generic Abilities* as specified in Appendix B.

Safety Standards

The safe practice of physical therapy is required in all educational and professional settings. Safe practice entails minimizing risk to patients, self, and others.

CONSEQUENCES OF SUBSTANDARD PERFORMANCE

Failure to meet minimum grade requirements, demonstrate academic integrity, exhibit appropriate professional conduct or adhere to safety standards will result in action by the Student Performance Evaluation Committee (SPEC). The student may be placed on academic probation with or without a required leave of absence, or the student may be dismissed.

Academic Probation

Academic probation may be imposed for failure to meet minimum grade requirements, breach of academic integrity, inappropriate professional conduct, or non-adherence to safety standards. While on academic probation, the student is prohibited from holding University-related elected offices or appointed positions. A student on academic probation may be required to complete a remediation plan designed by SPEC and approved by the Director. Academic probation will be allowed for only one semester during a student's course of study.

Required Leave of Absence

A leave of absence may be requested by a student (See page 18) or may be required by the Director on the recommendation of the Student Performance Evaluation Committee. A required leave of absence halts progression within the curriculum while maintaining a class position, but does not excuse the student from any course requirements. The student must resume enrollment in the curriculum the following academic year at the start of the semester following the last semester successfully completed by the student.

A leave of absence may be required under either of the following:

- if a student fails a course
- if a student misses greater than 12% of the scheduled class time for any or all of the classes during any semester.
- If a student exhibits a significant breach in professional conduct or fails to adhere to safety standards.

The student is responsible for initiating determination of the financial consequences of taking a leave of absence. Students should review financial arrangements with the Business Office and the Office of Financial Aid.

Students who are placed on a required leave of absence are responsible for notifying, in writing, the Director of Physical Therapy Education, of their intention to return to classes no later than the date specified by the Director. Failure to do so will result in forfeiture of the student's place in the class. Re-entry into the Physical Therapy Program would require re-application through the usual admissions process with no guarantee of re-admission.

At the time a required leave of absence is granted, the Director and program faculty may recommend or require that the student meet additional conditions (e.g., documentation of remedial academic work) prior to resuming enrollment in the program. Upon re-enrollment following a leave of absence, the student will be subject to all rules and regulations which pertain to the class he or she is joining and the student may be placed on academic probation during the semester of return.

Termination of Enrollment and Dismissal

Dismissal constitutes formal action initiated by the Division of Physical Therapy Education to terminate the academic standing of a student within the program. Reasons for dismissal include, but are not limited to:

- failure to satisfactorily complete the remediation requirements during a probationary period
- failure to raise the cumulative grade point average to the required 2.33 during a probationary period and maintain a 2.33 GPA thereafter
- failure in two courses in the curriculum
- failure in one course anytime subsequent to a period of academic probation

Immediate dismissal may result from infractions such as a breach of academic integrity.

If dismissed, the student should refer to the *UNMC Student Handbook* for information regarding tuition obligations. In addition, the student should visit both the Finance and Business Services Office and the Financial Aid Office to discuss the effects of dismissal on tuition and on any loans or scholarships for which the student has applied or has in place.

Appeal Procedures

Students who are subject to academic or disciplinary decisions have the right to appeal the decisions. Appeal procedures are outlined in the *School of Allied Health Professions-Policies for Students Handbook*.

CLINICAL EDUCATION POLICIES AND PROCEDURES

Supervision of Physical Therapy Students by Clinical Instructors

Physical therapy students may not practice in the capacity of a licensed physical therapist. Physical therapy students must have supervision available on the premises by a licensed physical therapist at all times during their clinical education experiences. Students are not to be used as temporary staff. It is the clinical instructor's responsibility to ensure that adequate supervision is available for students at all times during the clinical education experience.

Attendance and Work Schedules of Clinical Education Experiences

Students are required to attend and complete all scheduled clinical education experience assignments. Length of work day and/or week is determined by the clinical site in accordance with the facility's standard operating procedures. The assignment of credit hours for clinical education experience is based on a forty (40) hour work week. However, one major purpose of clinical education is to expose the student to realistic practice patterns. Students are expected to work the length of days worked by the clinical instructor, unless the clinical instructor deems otherwise.

Weekend work is allowable if the clinical instructor believes it to be of educational benefit for the student. In such a case the clinical instructor is advised to:

- Inform the student of weekend assignment(s) early in the clinical education experience.
- Provide adequate supervision and instruction for the student during weekend coverage.
- Provide for the student the same mechanism for compensatory time (if utilized at the institution) afforded employees.

Student absences from clinical education experience assignments must be reported to and approved by the site clinical instructor(s). Excused absences during a given clinical rotation must also be reported to the Director of Clinical Education. If a student must miss greater than two (2) days during any clinical experience, the experience may have to be repeated and/or rescheduled.

Decisions regarding the need to make up clinical education experience time, as well as the length of the make-up time, will be made by the Director of Clinical Education and/or the Student Performance Evaluation Committee and the site clinical instructor(s). Failure to comply with the requirements for make-up will result in a grade of "F" for that experience. If, due to extenuating circumstances, the student is required to miss a significant amount of the clinical education experience, the student may request a grade of "Incomplete" for the experience.

Approved absences from the clinical education experience may be made up through weekend work if this is the only time available to the student and the clinical instructor. In such a case, the week-end assignment will be made by the clinical instructor and the student will receive as much notice as time allows. Adequate supervision and instruction for the student must be provided during weekend coverage.

Other Clinical Education Requirements

Some clinical experiences may entail additional requirements, including additional training or certification, criminal background checks, drug screening or other requirements. In addition, physical therapy education students must abide by the University of Nebraska Medical Center policy related to background checks. All requirements for clinical education experiences are subject to change without notice.

ATTENDANCE AT PROFESSIONAL MEETINGS

All-Class Meetings

In order to communicate essential information to students, All-Class Meetings are scheduled throughout the academic year (approximately 6 per year). Attendance at these meetings is mandatory, and records of attendance are kept.

Professional Meetings

The Physical Therapy Education program is committed to professional service and recognizes the benefit of professional networks for ongoing career development. In keeping with this position, the program requires all students to participate in professional activities. These graduation requirements are set as a minimum expectation of a health care professional. Students are strongly encouraged to attend as many professional meetings as is feasible during their course of study.

At a minimum, students must attend two Nebraska Physical Therapy Association (NPTA) State meetings, and one District NPTA meeting by the completion of the fall semester of the final PT 3 year as a requirement for graduation. Attendance at the Combined Sections Meeting (CSM) of the American Physical Therapy Association (APTA) or attendance at the APTA Student Conclave may be used as a substitute for one of the NPTA State Meetings. Each student is responsible for providing documentation to the Program Coordinator of his/her attendance at professional meetings during the semester in which the student attended the meeting(s).

Proof of attendance for NPTA State meetings is the Certificate of Attendance. Proof of attendance for the APTA CSM meeting is by Record of Attendance with an attending faculty member signature (see Appendix C for this form). Proof of attendance for the NPTA District Meeting is by Record of Attendance (Appendix C) and a signed attendance sheet.

EVALUATION POLICIES AND PROCEDURES

Student Performance Evaluation Committee (SPEC)

Role of SPEC

The Student Performance Evaluation Committee (SPEC) is a standing committee of the Division of Physical Therapy Education. It has the responsibility for evaluating student academic performance and making recommendations for action to the Director.

Composition of SPEC

The committee consists of several permanent members, the Associate Director(s) and the Director of Clinical Education, and a minimum of two additional core faculty members appointed by the Director. Faculty members can be appointed to successive terms. One member will be appointed by the Director as committee chairperson.

Appearance before the Student Performance Evaluation Committee

Students in the DPT program are expected to make satisfactory academic progress toward completion of the degree requirements. Satisfactory academic progress includes: meeting minimum grade requirements, demonstrating academic integrity, exhibiting appropriate professional conduct and adhering to safety standards. Failure to comply with these standards will result in action by the Student Performance Evaluation Committee.

All student appearances before the SPEC will be arranged by the Chairperson and, when possible, confirmed in writing prior to the meeting. The presence of an advisor or counselor for the student is permitted if prior arrangements have been made with the Chairperson.

Evaluation Methods

Written Examinations

Written examinations will not be administered prior to the scheduled class time for that examination. If a student must miss an examination for any reason, one make-up examination for that course will be scheduled during the week of final examinations. The make-up examination may be comprehensive and cover material from the entire course. Only one make-up examination is permitted per course.

Written examinations will be proctored by the course coordinator or designee. The proctor of the exam has the discretion to determine whether to answer questions from students during the examination period.

The course coordinator has the autonomy to establish examination procedures. The course coordinator (or designated proctor) has the responsibility for clarifying examination procedures prior to the start of an examination. For example, the course coordinator *may* request that students:

- Put at least one empty desk space between each student, unless room space prohibits this distribution.
- Place all non-examination materials (books, book bags, hats) on the floor. Course coordinators may specify what constitutes “non-examination materials”.
- Not wear baseball caps with the bill of the cap facing forward. Either remove the cap, or turn the bill to face backward.
- Not leave the examination room (e.g., to take a bathroom break) while the examination is in progress.

Laboratory Examinations

For laboratory practical examinations, students are evaluated on a scale of "PASS" or "NO PASS" based on their ability to demonstrate the entry level skills required. Students are allowed a maximum of three trials to obtain a grade of "PASS" on the practical examination. Missing a scheduled practical for *any reason* will be counted as one “NO PASS.” Failure to obtain a grade of "PASS" following three trials will result in a failing grade for the entire course.

For all courses that have lab practical exams, a student must pass the lab practical exam(s) in order to pass the course. Students are allowed three attempts to pass a lab practical exam. Lab practical exams and retakes must be explicitly scheduled on the master and course schedules. The third attempt does not have to fall within the confines of the semester; however, students must have taken the lab practical exam for the third time, and passed it, prior to the beginning of the subsequent semester.

Clinical Education

Students will be evaluated during each clinical education experience using the “Physical Therapist Clinical Performance Instrument,” (CPI). Clinical Education course syllabi outline performance expectations on the CPI for each clinical education experience. The Director of Clinical Education assigns a grade for a clinical education course based on information provided by the Clinical Instructor(s).

Professional Conduct

Professional conduct is a component of academic performance. Student conduct is regularly assessed by any program faculty using the standards outlined in the APTA’s *Code of Ethics and Guidelines for Professional Conduct* (www.apta.org), and the *Generic Abilities* outlined in Appendix B.

Grading Scale

Letter grades are assigned based on the student's academic performance and according to departmental guidelines. Guidelines may vary between or within departments. The majority of courses offered through the Division of Physical Therapy Education with a "PHYT" prefix will be graded according to the scale listed below; however, the Course Coordinators/Instructors have autonomy to publish their own scales.

Grade	Percentage
A+ (optional)	97.000 - 100.00
A	93.000 - 96.999
A-	90.000 - 92.999
B+	87.000 - 89.999
B	83.000 - 86.999
B-	80.000 - 82.999
C+	77.000 - 79.999
C	73.000 - 76.999
C-	70.000 - 72.999

NOTE: Grades below "C-" are recorded as "F"

The grade earned in each course is determined by the course instructor. Appropriate methods of evaluation may include written, oral and/or practical examinations, observation of performance and professional conduct, and evaluation of the quality of all required assignments. Specific course requirements will be included in each course syllabus.

Calculation of Grade Point Average (GPA)

For purposes of calculating grade point averages, the grade points assigned to letter grades are:

Grade	Grade Points
A+ (optional)	4.0
A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
D-	0.67
F	0.00
I	not used in calculation of GPA

Pass/Fail graded courses and grades of Incomplete are not included in the grade point average calculation. If the same course is repeated, the new grade will replace the previous grade in calculation of the grade point average. If a student is required to take an equivalent course to remediate a failed course, both course grades will be calculated in the grade point average.

Grade of Incomplete

Students may receive a grade of "Incomplete" for a course in which, due to extenuating circumstances, the student is unable to complete and submit required course assignments or obligations by the completion of the semester, but in which progress has been satisfactory. A grade of "Incomplete" cannot be used to remediate failing performance. A student who requests a grade of "Incomplete" must receive approval from the course instructor prior to the completion of the semester. The request may be reviewed by the Student Performance Evaluation Committee. If prior approval from the instructor is not obtained, all missing course work will receive a score of zero.

A department issuing a grade of "Incomplete" will indicate by departmental record, with a copy to the student, how the "Incomplete" is to be removed. A student must remove an "Incomplete" by obtaining a passing grade by the end of the term subsequent to which the "Incomplete" was received or the grade will automatically be converted to an "F" (failure). The Student Performance Evaluation Committee may be permitted to make individual exceptions to this rule.

Failing Grades

Any grade less than a “C-” or “Pass” is considered a failing grade. Students who have failed a course will not be promoted to the succeeding semester of the program. Students receiving a failing grade in any course within the physical therapy curriculum will be required to meet with the Student Performance Evaluation Committee to determine a subsequent remediation plan.

Remediation includes, at a minimum, retaking and passing the failed course or a course deemed of equivalent content. The determination of equivalency must be made by the department in which the failed course was originally offered.

Termination of enrollment in the program will result if a student fails to successfully complete a remediation plan, or if a student receives a second failing grade in any course in the curriculum within the same or subsequent academic semester.

Honors Policy

Awarding of degrees with honors will be based on grade point average for all courses in the physical therapy professional program in accordance with the policies of the School of Allied Health Professions. Please see the *SAHP Policies for Students Manual* for further information.

ADMINISTRATIVE POLICIES AND PROCEDURES

Student Affairs

Student Laboratory Consent

Informed consent will be provided to students to ensure each student is advised and aware of his or her responsibilities related to laboratory experiences as well as potential risks and discomfort associated with participation in the laboratory experiences. Students are required to have a signed informed consent form on file with the Division of Physical Therapy Education prior to participating in the laboratory component of the curriculum.

Americans with Disabilities Act

Students enrolled in the DPT program are expected to meet the Performance Standards set forth by the UNMC Division of Physical Therapy Education (document available on request) in order to be eligible for graduation. Sections 502 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (1990) give students with disabilities certain rights with regard to student and staff services and the curriculum. If you have a learning or physical disability and require accommodations, please immediately make an appointment with Ronda Stevens, Services for Students with Disabilities, Counseling and Student Development Center, Student Life Center 3015, phone (402) 559-5553. UNMC will provide reasonable accommodations for persons with documented qualifying disabilities; however, it is the student's responsibility to request accommodations. Additionally, please contact the coordinator(s) for this course(s) within the first 2 weeks of the semester as considerable lead-time is required for authorized accommodations. All requests will be handled confidentially.

Faculty Advisors

One to two faculty advisors are assigned to each first-year student. Advisors serve as contacts for student questions or concerns. First-year students meet twice with their advisors during semester one of the program to review academic progress.

No formally assigned advising process exists beyond year one. Students may continue to seek the assistance of their initially assigned faculty advisors or seek out any faculty member(s) for ongoing advising.

Leave of Absence (Requested)

Students enrolled in the Division of Physical Therapy Education, for exceptional circumstances, may request a leave of absence from the Program Director. Any such leave of absence granted shall be solely within the discretion of UNMC based upon the merits of the request, evaluated on a case-by-case basis. A requested leave of absence by the student that is approved by the Director constitutes formal permission to delay progression within the curriculum while maintaining a class position, but does not excuse the student from any course requirements. The student must resume enrollment in the curriculum the following academic year at the start of the semester following the last semester successfully completed by the student.

The student request for a leave of absence must be made in writing and addressed to the Director of Physical Therapy Education. The reason for the request should be stated clearly in the letter. In most cases, the student should continue to attend classes, take examinations and fulfill any other class assignments until leave has been formally granted.

A student who is the subject of an involuntary dismissal from the program, for any reason, including but not limited to, academic performance or disciplinary action, is not eligible to invoke the procedures contained in this policy.

Requests for a leave of absence from students who are experiencing academic failure, or who are not in good academic standing, for example a student on academic probation, or a student with failing grades on exams or clinical experiences, will be referred to the Student Performance Evaluation Committee. If that committee makes a recommendation to approve a leave of absence, it may require specific actions to be completed by the student as a condition for return to classes at a later date. The Program Director must make the final decision for the leave of absence, pending recommendations from the Student Performance Evaluation Committee.

The student is responsible for initiating determination of the financial consequences of taking a leave of absence. Students should review financial arrangements with the Business Office and the Office of Financial Aid.

Students who have been granted a leave of absence are responsible for notifying the Director of Physical Therapy Education in writing of their intention to return to classes. The written notification can be no later than the date specified by the Director. Failure to do so will result in forfeiture of the student's place in the class. Re-entry into the Physical Therapy Program would require re-application through the usual admissions process of the program with no guarantee of re-admission.

Upon re-enrollment following a leave of absence, the student will be subject to all rules and regulations which pertain to the class he or she is joining.

At the time a leave of absence is granted, the Director and program faculty may recommend or require that the student meet additional conditions (e.g., physician's certification of need for medical leave) or physician documentation of student's limitations, if any, prior to resuming enrollment in the program.

Withdrawal

Withdrawal constitutes a formal action initiated by the student to terminate academic standing within the program. Before requesting a withdrawal the student should refer to the *UNMC Student Handbook* for information regarding tuition obligations. In addition, the student should visit both the Finance and Business Services Office and the Financial Aid Office to discuss the effects of withdrawal on tuition and on any loans or scholarships for which the student has applied or has in place.

Student Employment

Enrollment in the physical therapy program is a full-time responsibility, and employment during the academic year is not recommended. For students who do choose to be employed while enrolled in the program, academic activities and requirements must always take precedence over employment activities. Missing classes for employment is not acceptable. Students should be aware that the physical therapy educational program does require occasional evening and/or Saturday classes.

Employment within a Physical Therapy Department

Students who seek regular employment in physical therapy departments and clinics as physical therapy aides must be aware of the legal ramifications. A physical therapy student working as a physical therapy aide:

- is acting as an independent agent, not as a representative of the University of Nebraska Medical Center.
- may not wear a UNMC name tag.
- is not covered by the University of Nebraska liability policy.
- may not sign physical therapy notes.
- is not acting in an official capacity as a physical therapy student, but rather as a physical therapy aide.
- may provide service only to the extent allowed by state statutes, rules and regulations. For further information on the legal definition and permissible roles for a “physical therapy aide,” in Nebraska, refer to the State of Nebraska Statutes, Rules and Regulations relating to Physical Therapy, published by the Licensure and Credentialing Division of the Nebraska Department of Health and Human Services.

Protection from Infectious Diseases

Students enrolled in the program must meet the requirements as listed in the *SAHP Policies for Students* and the *UNMC Student Handbook* related to protection from infectious diseases. This includes, but is not limited to annual testing for tuberculosis.

Online Training and Certification Requirements

Students enrolled in the program are responsible for meeting all current online training and certification requirements. Students can access their training and certification records and complete required online training by following these steps:

- Go to the “Care” site: care.unmc.edu
- Under “Training and Certification”, click on “my requirements”
- The next screen will show the status of your online training and certification requirements and provide links to the online training.

- You may print a certificate of completion any time you need to provide written documentation of your training and certification status.

Requirements include, but are not necessarily limited to:

- Bloodborne pathogen and Tuberculosis training
- HIPPA training
- Privacy, Confidentiality and Information Security - UNMC Policy 6045
- Safety Competency Assessment

BLS (Basic Life Support for the Healthcare Provider) Certification

All students are required to demonstrate proof of BLS for the Healthcare Provider certification by providing the program coordinator with a copy of their certification card. Classes are offered through a variety of institutions, including the American Heart Association and the American Red Cross. For training offered on campus, students can contact Continuing Education at 9-4290 or 9-5919 or go to http://www.unmc.edu/dept/cce/index.cfm?L1_ID=1&CONREF=17 for information on BLS classes offered to UNMC students for a reasonable fee. Certification is required for participation in all clinical education experiences.

Student Fund-Raising Activities

All physical therapy student fund-raising activities must be pre-approved by the Division of Physical Therapy Education Director or an Associate Director. Requests for approval must be submitted in writing on the "Student Fund Raising Activity Form" available from the program secretary or the Physical Therapy Education homepage on Blackboard. It is expected that any fund-raising activity will be consistent with physical therapy professional standards and in the best interest of the image of the profession and the Division of Physical Therapy Education. Logos and wording used on T-shirts and other for sale items must be approved by the Division of Physical Therapy Education Director and the UNMC Public Affairs office. A listing of student names and addresses may not be sold for the purposes of fund-raising.

Hosting Career Opportunities Fair

Students must seek approval through the Division of Physical Therapy Education Director prior to hosting a career opportunities fair. A faculty advisor must be present during the event.

Distribution of Monies from Fund-raising Activities

Distributions of monies may be: 1) via check to each student; or 2) via check to the APTA or housing authorities directly on behalf of the student(s). Distributions shall not be made in cash to students. Records of all distributions shall be maintained.

Division Operational Policies

Class Cancellation Policy

Any official cancellation of classes at UNMC, (e.g., secondary to inclement weather) will be announced on radio and TV. In the event that an individual instructor would elect to cancel a class, he/she will inform students by calling the first contact on the class “phone tree” listing or by a posting on Blackboard. In the event of a class cancellation, any examinations scheduled for that day will be rescheduled; otherwise, the make-up policy for written examinations would remain in effect.

Email Communication

All email communication between the program and students shall occur using the UNMC Lotus Notes assigned email-addresses. Students are responsible for checking their UNMC email and Blackboard on a regular basis.

Use of University Computers and Information Systems

Please read Exec. Memorandum No. 16 at www.nebraska.edu/about/exec_memo16.pdf.

Student Attendance Policy

Regular attendance for all required classes, laboratory experiences and clinical education experiences is considered by the Division’s faculty to be an important indicator of professional behavior (see Generic Abilities in Appendix B). Attendance is considered necessary for professional development in that frequent absences give the impression of a lack of commitment to learning. Attendance is also critical for manual and physical skill development. Some course work, particularly laboratory work, is structured based on the expected attendance of all students. Because of the importance of regular attendance, Physical Therapy Students are expected to attend and participate in all scheduled classes in the curriculum.

In the event that a student must miss a class, that student is required to contact the main Physical Therapy Education office (559-4259) to leave a message as to which class or classes that she/he will miss. It is not necessary to provide a reason for the absence.

If the faculty perceive that a student has absences and fails to inform the office, or if a student is chronically absent (missing more than 12% of the scheduled class time for any or all classes within a semester), that student will be asked to meet with the Student Performance Evaluation Committee.

Facility Use by Students

Classrooms

Physical Therapy Students will have access to BTH 4016 with their student identification badge and will be given an access code for Rooms SLC 1032 and SLC 1034. Students may study in these rooms when they are not otherwise in use. Students wishing to use other rooms on campus should contact the UNMC Central Room Scheduling Office at 559-7254.

All students are responsible for upkeep of all classroom/laboratory areas. No food or drink is to be left in any UNMC laboratory or lecture room.

Physical Therapy Education Office Area

The map in Appendix C illustrates the location of faculty/staff offices and provides corresponding phone extensions and e-mail addresses. When seeking faculty in the office area, students should first check the scheduling board in the main office area for faculty availability. It is preferred that students conduct their visits to the office area before 12:15 pm or after 12:45 pm. Students should not be in faculty offices without a faculty/staff member present.

Equipment Usage

If permission is granted by the course instructor, students may check out selected physical therapy program equipment for class-related activities. Check-out and return of the equipment is coordinated by the Division of Physical Therapy Education Secretary. All items checked out by a student must be returned before a student will be cleared for graduation.

Telephones and Pagers

Only in emergency cases will attempts be made to locate a student for a message directed to the Physical Therapy Program office. Use of cellular phones or audible pagers during class is inappropriate.

Computers

Computer clusters are available for student use at numerous locations around campus, including the third floor of the Michael Sorrell Center.

Photocopiers

Copy machines are available for student use in the McGoogan Library and Michael Sorrell Center.

Graduation

Graduation Ceremony

Attendance at the UNMC Graduation Ceremony is required. In the event that a student cannot attend, permission for an excused absence must be sought through UNMC's administrative process. Appropriate forms are available through Student Services.

SAHP's Pre-Commencement Ceremony and PT Hooding

Graduating students are required to attend the Physical Therapy Hooding Ceremony. This formal event, which may be held in conjunction with the SAHP's Pre-Commencement Ceremony, is usually scheduled at an Omaha auditorium on the day before or the day of graduation. Family and friends of the graduating class are invited to attend. In the event that a student cannot attend, permission for an excused absence must be sought through the Director of Physical Therapy Education.

Class Pictures

Graduation pictures for the class composite are taken in the Fall semester of the PT 3 year. Each class is requested to contact the Administrative Coordinator for procedures for completing the Graduate Class Composite.

Scholarship Selection Process

Scholarship selection and awards are determined by the Division of Physical Therapy Scholarship Committee with approval from the Program Director. The philosophy of the Physical Therapy Scholarship Committee is to assist as many students as possible. Factors that are considered during selection of scholarship recipients include academic achievement, financial need, leadership, extra-curricular activities and outside funding assistance. The selection process typically occurs in mid-June, after the spring semester grades have been recorded.

ORGANIZATIONS

Director's Advisory Council

The Director's Advisory Council is a formal mechanism to promote effective communication between the Division of Physical Therapy Education faculty and the students. The Council meets four (4) to six (6) times annually. The council consists of 2 elected representatives from each of the three classes, the Division of Physical Therapy Education Director, an Associate Director, and Director of Clinical Education, and one at-large faculty representative.

Class

Each class functions as a student organization. As such, each class will conduct annual elections for class officers. The offices and their responsibilities are as follows:

President: Act as the representative of the class in committees with the administration. The president may appoint ad hoc committees or the class may elect positions when deemed necessary.

Vice President: Act in cooperation with the President and handle the duties of the President during his/her absence.

Secretary: Keep a record of class meetings. Pick up the class mail from the Division of Physical Therapy Education main office (Bennett Hall 3014B), and distribute to classmates.

Treasurer: Keep a record of the class finances.

APTA

Any student in the Division of Physical Therapy Education may become a student member of the American Physical Therapy Association. Membership is voluntary but is strongly encouraged. Membership includes a subscription to *Physical Therapy* and allows the student to participate in APTA state, regional and national meetings at discounted rates.

SUN-APTA

The Students of the University of Nebraska-American Physical Therapy Association is endorsed by the University of Nebraska. Students who do not belong to APTA may not join SUN-APTA and may not participate as a member in any of the SUN-APTA activities.

APPENDIX A

**Division of Physical Therapy Education
University of Nebraska College of Medicine
Omaha, Nebraska**

SUN-APTA CONSTITUTION AND BYLAWS

In reviewing various constitutions, the relative inflexibility and constitutional minutiae are obvious. This constitution for the Physical Therapy Student Organization hopes to evade these problems by excluding this from its governing laws and thereby permit the student organization to function in a broader area and yet not maintain the authoritarian stature that the other constitutions portray. Changing methods of administration, changes in student attitudes and changes in the very nature of campus organizations necessitate this kind of constitution.

It is hoped that all members, present and future, will recognize the flexibility of this constitution and use it to full advantage for its stated purpose.

Amended:
June 1980
May 1983
October 1985
April 1990
March 1992
April 1992
October 1993
March 1995
October 1995
February 1998
September 2005
September 2006
March 2008

SUN-APTA CONSTITUTION AND BYLAWS

ARTICLE I

Name

The name of this organization shall be the Students of the University of Nebraska - American Physical Therapy Association (SUN-APTA).

ARTICLE II

Mission

SUN-APTA is a collective body of student physical therapists at the University of Nebraska Medical Center (UNMC) whose mission is to:

- Develop relationships between members, clinicians, and other healthcare professionals
- Prepare members for career-long, active participation, in professional organizations
- Promote the profession of physical therapy in coordination with the NPTA and APTA
- Provide educational and professional development opportunities directed toward the unique needs of students
- Perform service to positively impact the lives of people in the community

ARTICLE III

Membership

All students who are enrolled in the program of Physical Therapy of the Division of Physical Therapy Education at the University of Nebraska College of Medicine and are student members of the APTA are eligible for membership.

ARTICLE IV

Officers and Elected Officials

Officers of the organization shall be President, Vice President, Secretary, and Treasurer. Other elected officials of the Executive Committee shall include Alumni Association Liaison, Student Senate Representative, Student Representative to the Associate Dean's Advisory Committee, Student Representatives to the Nebraska Student Special Interest Group (NSSIG), Student Liaison to the National Student Assembly, Individual Class Representatives (PT 1, PT 2, PT 3) and Committee Chairpersons. All of the above officers and other elected officials are to be considered voting members of the executive committee.

Duties of officers:

1. President: presides at executive meetings and SUN-APTA meetings. Duties include selection of standing committee chairmen not elected, and formation of emergency committees.
2. Vice President: presides in the absence of the President. Serves as Editor of the student news column and co-chair of Fund Raising Committee.
3. Secretary: records minutes of both executive and SUN-APTA meetings, and maintains electronic communication to membership.
4. Treasurer: is in charge of the treasury, budget, collecting dues, and serves as co-chair of Fund Raising Committee.

Duties of other elected officials:

1. Student Senate Representatives: attend senate meetings as a representative of SUN-APTA.
2. Student Representatives to the Nebraska Student Special Interest Group (NSSIG): represent SUN-APTA in meetings of NSSIG and keep the organization informed of NSSIG sponsored events.
3. Student Liaison to the National Student Assembly: may represent SUN-APTA to National Student Assembly; responsible for keeping organization updated on current PT issues/issues affecting PT students.
4. Student Representative to the Associate Dean's Advisory Committee: attend Associate Dean's Advisory Committee meetings as a representative of SUN-APTA.
5. PT Class Representatives: act as liaisons between their class and the Executive Committee.
6. Committee Chairpersons: oversee their respective committees.
7. Alumni Association Liaison: Represent SUN-APTA to UNMC Physical Therapy Alumni Association; responsible for keeping organization updated on current Alumni Association issues.

ARTICLE V.A

Elections

Term of office shall be one year. Members of the PT 2 class will be eligible for election as "officers" (Pres., Vice Pres., Sec., Treas.) and Alumni Association Liaison. Members of both the PT 1 and PT 2 classes will be eligible for election as the following "other elected officials": Student Senate Representative, Student Representatives to the Nebraska Student Special Interest Group (NSSIG), Student Liaison to the National Student Assembly, and Student Representative to the Associate Dean's Advisory Committee. A majority vote of those members present is required for election. The PT 1 Class Representatives will be selected by majority vote of their class. Committee Chairpersons will be selected by a majority vote by the entire membership. All "officers" will be elected no later than the end of the spring semester. "Other elected officials" will be elected no later than November 1st.

ARTICLE V.B

"Officers" Term

Outgoing "officers" will serve in an advisory capacity for the newly elected "officers" from spring elections until fall semester. The transition of responsibilities between newly elected and outgoing "officers" should be complete no later than week 6 of fall semester.

ARTICLE VI

Standing committees

EXECUTIVE: Comprised of the officers and other elected officials of SUN-APTA. Oversees activities of other committees in conjunction with the aforementioned responsibilities.

PHILANTHROPY: Organizes new and existing projects for the purpose of contributing time, talents, and financial support to community, state, and national organizations with a charitable cause as a means of increasing the public recognition and awareness of physical therapy and the APTA.

SOCIAL: Organizes new and existing social events for the members.

ALUMNI/PUBLIC RELATIONS: Promotes physical therapy within the community by coordinating and participating in activities including but not limited to: high school visits,

health fairs, campus visits, interdisciplinary lectures and Physical Therapy Month. Also coordinating activities in support of alumni and clinical relations including assisting Vice President with writing student news column, maintaining communication with the Alumni Association Liaison, and sending clinical appreciation cards. Helps with other activities as deemed necessary.

PROFESSIONAL GROWTH/CONTINUING EDUCATION: Organizes guest speakers, coordinates chapter education in Robert's Rules, and increases available resources (technological/teaching aids) to foster the continuing education and professional growth of SUN-APTA members in the field of Physical Therapy.

FUNDRAISING: Group headed by Vice-President (co-chair) and Treasurer (co-chair) with the purpose of assessing need for and coordinating fundraising activities. Decisions made by committee will be presented to chapter for vote.

ARTICLE VII

Advisor

The SUN-APTA shall have as its advisor a faculty member designated by the Director of the Division of Physical Therapy Education. Additionally, a Division of Physical Therapy Education staff member will serve as a technical advisor for many of the projects.

ARTICLE VIII

Meetings

The first meeting shall be before the end of the second week of the fall semester of the academic year. Subsequent meetings shall be at least monthly with the time and place arranged. A strategic planning meeting between outgoing and newly elected officers will occur if the president(s) of faculty advisor deems one necessary. Additionally, the President or faculty advisor may call emergency meetings when necessary and may cancel SUN-APTA meetings that the Executive Committee deems unnecessary.

ARTICLE IX

Parliamentary Procedure

Robert's Rules of Order shall be followed in all meetings of the SUN-APTA.

ARTICLE X

Quorum

A majority of SUN-APTA members from all three classes must be present to constitute a quorum. During such period of time that the PT 3 members of the SUN-APTA are on affiliations, a majority of the PT 1 and PT 2 members shall constitute a quorum should matters of major importance require immediate attention. A mail vote of the PT 3 members may be required at the discretion of the officers and advisors.

Two-thirds of the members of the Executive Committee will constitute a quorum.

ARTICLE XI

Amendments

Any amendments to this constitution must be approved by two-thirds of the members of the SUN-APTA. All amendments must be approved and discussed two weeks prior to voting and final acceptance.

ARTICLE XII

Fiscal

Section 1: Dues will be determined by a majority vote of the members of the SUN-APTA. Dues must be paid by all members of the SUN-APTA in a timely fashion.

Section 2: A base dollar amount will be kept in the SUN-APTA treasury at the end of the academic school year. The amount will be determined by the Executive Committee and passed by majority vote of the members of the SUN-APTA. This base should be to the amount that would cover expenditures for the upcoming school year.

APPENDIX B

GENERIC ABILITIES EXPECTED OF PHYSICAL THERAPY GRADUATES

Generic abilities are attributes, characteristics or behaviors that are not explicitly part of the profession's core of knowledge and technical skills but are nevertheless required for success in the profession. Ten generic abilities were identified through a study conducted at UW-Madison in 1991-92. The ten abilities and definitions developed are:

Generic Ability	Definition
1. Commitment to Learning	The ability to self-assess, self-correct, and self-direct; to identify needs and sources of learning; and to continually seek new knowledge and understanding.
2. Interpersonal Skills	The ability to interact effectively with patients, families, colleagues, other health care professionals, and the community and to deal effectively with cultural and ethnic diversity issues.
3. Communication Skills	The ability to communicate effectively (i.e., speaking, body language, reading, writing, listening) for varied audiences and purposes.
4. Effective Use of Time and Resources	The ability to obtain the maximum benefit from a minimum investment of time and resources.
5. Use of Constructive Feedback	The ability to identify sources of and seek out feedback and to effectively use and provide feedback for improving personal interaction.
6. Problem Solving	The ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes
7. Professionalism	The ability to exhibit appropriate professional conduct and to represent the profession effectively.
8. Responsibility	The ability to fulfill commitments and to be accountable for actions and outcomes.

9. Critical thinking

The ability to question logically; to identify, generate, and evaluate elements of logical argument; to recognize and differentiate facts, illusions, assumptions, and hidden assumptions; and to distinguish the relevant from the irrelevant.

10. Stress Management

The ability to identify sources of stress and to develop effective coping behaviors.

***Developed by the Physical Therapy Program, University of Wisconsin-Madison
May WW, Morgan BM, Lemke JC, Karst GM, Stone HL. Model for ability-based
assessment in physical therapy education. Journal of Physical Therapy Education 9:3-6,
1995.*

1. COMMITMENT TO LEARNING

Behavioral Criteria

Beginning Level

- * Identifies problems
- * Formulates appropriate questions
- * Identifies and locates appropriate resources
- * Demonstrates positive attitude (motivation) toward learning
- * Offers own thought and ideas
- * Identifies need for further information

Developing Level (builds on preceding level)

- * Prioritize informational needs
- * Analyzes and subdivides large questions into components
- * Seeks out professional literature
- * Sets personal and professional goals
- * Identifies own learning needs on previous experiences
- * Plans and presents an in-service, or research or case studies
- * Welcomes and/or seeks new learning opportunities

Entry Level (builds on preceding levels)

- * Applies new information and re-evaluates performance
- * Accepts that there may be more than one answer to a problem
- * Recognizes the need to and is able to verify solutions to problems
- * Reads articles critically and understands limits of application to professional practice
- * Researches and studies areas where knowledge base is lacking

Post-Entry Level (builds on preceding levels)

- * Questions conventional wisdom
- * Formulates and re-evaluates position based on available evidence
- * Demonstrates confidence in sharing new knowledge with all staff levels
- * Modifies programs and treatments based on newly-learned skills and considerations
- * Consults with other allied health professionals and physical therapist for treatment ideas
- * Acts as mentor in area of speciality for other staff

2. INTERPERSONAL SKILLS

Behavioral Criteria

Beginning Level

- * Maintains professional demeanor in all clinical interactions
- * Demonstrates interest in patients as individuals
- * Respects cultural and personal differences of others; is non-judgmental about patients' lifestyles
- * Communicates with others in a respectful, confident manner
- * Respects personal space of patients and others
- * Maintains confidentiality in all clinical interactions
- * Demonstrates acceptance of limited knowledge and experience

Developing Level (builds on preceding level)

- * Recognizes impact of non-verbal communication and modifies accordingly
- * Assumes responsibility for own actions
- * Motivates others to achieve
- * Establishes trust
- * Seeks to gain knowledge and input from others
- * Respects role of support staff

Entry Level (builds on preceding level)

- * Listens to patient but reflects back to original concern
- * Works effectively with challenging patients
- * Responds effectively to unexpected experiences
- * Talks about difficult issues with sensitivity and objectivity
- * Delegates to others as needed
- * Approaches others to discuss differences in opinion
- * Accommodates differences in learning styles

Post-Entry Level (builds on preceding level)

- * Recognizes role as a leader
- * Builds partnerships with other professionals
- * Establishes mentor relationships

3. COMMUNICATION SKILLS

Behavioral Criteria

Beginning Level

- * Demonstrates understanding of basic English (verbal and written): uses correct grammar, accurate spelling and expression
- * Writes legibly
- * Recognizes impact of non-verbal communication: maintains eye contact, listens actively
- * Maintains eye contact

Developing Level (builds on preceding level)

- * Utilizes non-verbal communication to augment verbal message
- * Restates, reflects and clarifies message
- * Collects necessary information from the patient interview

Entry Level (builds on preceding level)

- * Modifies communication (verbal and written) to meet the needs of different audiences
- * Presents verbal or written message with logical organization and sequencing
- * Maintains open and constructive communication
- * Utilizes communication technology effectively
- * Dictates clearly and concisely

Post-Entry Level (builds on preceding level)

- * Demonstrates ability to write scientific research papers and grants
- * Fulfills role as patient advocate
- * Communicates professional needs and concerns
- * Mediates conflict

4. EFFECTIVE USE OF TIME AND RESOURCES

Behavioral Criteria

Beginning Level

- * Focuses on tasks at hand without dwelling on past mistakes
- * Recognizes own resource limitations
- * Uses existing resources effectively
- * Uses unscheduled time efficiently
- * Completes assignments in timely fashion

Developing Level (builds on preceding level)

- * Sets up own schedule
- * Coordinates schedule with others
- * Demonstrates flexibility
- * Plans ahead

Entry Level (builds on preceding level)

- * Sets priorities and reorganizes as needed
- * Considers patient's goals in context of patient, clinic, and third party resources
- * Has ability to say "No"
- * Performs multiple tasks simultaneously and delegates when appropriate
- * Uses scheduled time with each patient efficiently

Post-Entry Level (builds on preceding level)

- * Uses limited resources creatively
- * Manages meeting time effectively
- * Takes initiative in covering for absent staff members
- * Develops programs and works on projects while maintaining case loads
- * Follows up on projects in timely manner
- * Advances professional goals while maintaining expected workload

5. USE OF CONSTRUCTIVE FEEDBACK

Behavioral Criteria

Beginning Level

- * Demonstrates active listening skills
- * Actively seeks feedback and help
- * Demonstrates a positive attitude toward feedback
- * Critiques own performance
- * Maintains two-way communication

Developing Level (builds on preceding level)

- * Assesses own performance accurately
- * Utilizes feedback when establishing pre-professional goals
- * Provides constructive and timely feedback when establishing pre-professional goals
- * Develops plan of action in response to feedback

Entry Level (builds on preceding level)

- * Seeks feedback from clients
- * Modifies feedback given to clients according to their learning styles
- * Reconciles differences with sensitivity
- * Considers multiple approaches when responding to feedback

Post-Entry Level (builds on preceding level)

- * Engages in non-judgmental, constructive problem-solving discussions
- * Acts as conduit for feedback between multiple sources
- * Utilizes feedback when establishing professional goals
- * Utilizes self-assessment for professional growth

6. PROBLEM-SOLVING

Behavioral Criteria

Beginning Level

- * Recognizes problems
- * States problems clearly
- * Describes known solutions to problem
- * Identifies resources needed to develop solutions
- * Begins to examine multiple solutions to problems

Developing Level (builds on preceding level)

- * Prioritize problems
- * Identifies contributors to problem
- * Considers consequences of possible solutions
- * Consults with others to clarify problem

Entry Level (builds on preceding level)

- * Implements solutions
- * Reassesses solutions
- * Evaluates outcomes
- * Updates solutions to problems based on current research
- * Accepts responsibility for implementation of solutions

Post-Entry Level (builds on preceding level)

- * Weighs advantages
- * Participates in outcome studies
- * Contributes to formal quality assessment in work environment
- * Seeks solutions to community health-related problems

7. PROFESSIONALISM

Behavioral Criteria

Beginning Level

- * Abides by APTA Code of Ethics
- * Demonstrates awareness of state licensure regulations
- * Abides by facility policies and procedures
- * Projects professional image
- * Attends professional meetings
- * Demonstrates honesty, compassion, courage and continuous regard for all

Developing Level (builds on preceding level)

- * Identifies positive professional role models
- * Discusses societal expectations of the profession
- * Acts on moral commitment
- * Involves other health care professionals in decision-making
- * Seeks informed consent from patients

Entry Level (builds on preceding level)

- * Demonstrates accountability for professional decisions
- * Treats patients within scope of expertise
- * Discusses role of physical therapy in health care
- * Keeps patient as priority

Post-Entry Level (builds on preceding level)

- * Participates actively in professional organizations
- * Attends workshops
- * Actively promotes the profession
- * Acts in leadership role when needed
- * Supports research

8. RESPONSIBILITY

Behavioral Criteria

Beginning Level

- * Demonstrates dependability
- * Demonstrates punctuality
- * Follows through on commitments
- * Recognizes own limits

Developing Level (builds on preceding level)

- * Accepts responsibility for actions and outcomes
- * Provides safe and secure environment for patients
- * Offers and accepts help
- * Completes projects without prompting

Entry Level (builds on preceding level)

- * Directs patients to other health care professionals when needed
- * Delegates when needed
- * Encourages patient accountability

Post-Entry Level (builds on preceding level)

- * Orients and instructs new employee/students
- * Promotes clinical education
- * Accepts role as team leader
- * Facilitates responsibility for program development and modification

9. CRITICAL THINKING

Behavioral Criteria

Beginning Level

- * Raises relevant questions
- * Consider all available information
- * States the results of scientific literature
- * Recognizes “holes” in knowledge base
- * Articulates ideas

Developing Level (builds on preceding level)

- * Feels challenged to examine ideas
- * Understands scientific method
- * Formulates new ideas
- * Seeks alternative ideas
- * Formulates alternative hypotheses
- * Critiques hypotheses and ideas

Entry Level (builds on preceding level)

- * Exhibits openness to contradictory ideas
- * Assesses issues raised by contradictory ideas
- * Justifies solutions selected
- * Determines effectiveness of applied solutions

Post-Entry Level (builds on preceding level)

- * Distinguishes relevant from irrelevant patient data
- * Identifies complex patterns of associations
- * Demonstrates beginning intuitive thinking
- * Distinguishes when to think intuitively vs. analytically
- * Recognizes own biases and suspends judgmental thinking
- * Challenges others to think critically

10. STRESS MANAGEMENT

Behavioral Criteria

Beginning Level

- * Recognizes own stressors or problems
- * Recognizes distress or problems in others
- * Seeks assistance as needed
- * Maintains professional demeanor in all situations

Developing Level (builds on preceding level)

- * Maintains balance between professional and personal life
- * Demonstrates effective affective responses in all situations
- * Accepts constructive feedback
- * Establishes outlets to cope with stressors

Entry Level (builds on preceding level)

- * Prioritizes multiple commitments
- * Responds calmly to urgent situations
- * Tolerates inconsistencies in health-care environment

Post-Entry Level (builds on preceding level)

- * Recognizes when problems are unsolvable
- * Assists others in recognizing stressors
- * Demonstrates preventative approach to stress management
- * Establishes support network for self and clients
- * Offers solutions to the reduction of stress within the work environment

refined and expanded 11/96

Physical Therapy Faculty and Staff Bennett Hall Offices

Joe Norman, PT, PhD, CCS Assoc. Director and Professor BTH 3014R 559-5715	Copy Room				
Greg Karst, PT, PhD Asst. Dean for SAHP and Professor BTH 3014P 559-6596					Grace Johnson, PT, MS OCS Asst. Professor BTH 3014E 559-8179
Dawn Venema, PT, PhD Asst. Professor BTH 3014N 559-6598					
Kathy Volkman PT, MS, NCS Asst. Professor BTH 3014M 559-5014					Laura Bilek, PT, PhD Asst. Professor BTH 3014D 559-6597
Gib Willett, PT, PhD, OCS, CSCS Interim Director and Assoc. Professor BTH 3014L 559-6595					
Work Room 3014J	M. A. Ray Program Secretary BTH 3014H 559-4259			Bob Fuchs, PT, MA, ATP, CSCS Assoc. Professor BTH 3014C 559-8172	
Rita Parks-Agnew Administrative & Admissions Coord. BTH 3013M 559-4467	Director's Conf. Room BTH 3013B			Student Workroom BTH 3014B	
Lisa Bottsford, MPP GEC Administrator BTH 3013L 559-8421					
BTH 3013K					
Anne Skinner, BS RHIA Research Coord. BTH 3013J 559-8221					
Katherine Jones, PT, PhD Asst. Professor BTH 3013H 559-8913					
Pat Hageman, PT, PhD Professor BTH 3013F 559-1967					
Tammy Roehrs, PT MA, NCS Director of Clinical Education and Att. Professor BTH 3013E 559-4625					
Gail Hackendahl Program and Clinical Education Coord. BTH 3013D					
Director's Office BTH 3013C 559-8830					

07/09

**DIVISION OF PHYSICAL THERAPY EDUCATION CURRICULUM
UNIVERSITY OF NEBRASKA MEDICAL CENTER
2009-2010**

PT 1 - 1 ST YEAR - DPT			PT 2 - 2 ND YEAR - DPT			PT 3 - 3 RD YEAR - DPT		
(fall)	Semester 1		(fall)	Semester 4		(fall)	Semester 7	
9	GCBA 571	Structure of Human Body	4	PHYT 605	Musculoskeletal Physical Therapy II	1	SAHP 530	Scanning the Health Care Environment
6	PHYT 606	Physiology	4	PHYT 610	Cardiopulmonary Physical Therapy	2	PHYT 720	Differential Diagnosis I
3	PHYT 502	Foundations of Physical Therapy Practice	4	PHYT 614	Therapeutic Exercise for Special Populations	2	PHYT 722	Professional Practice Expectations II
18 sem hr			4	PHYT 616	Neuromuscular Physical Therapy II	2	PHYT 726	Instructional Development in Health Professions
			3	PHYT 630	Prevention and Wellness	2	PHYT 727	Differential Screening for Physical Therapists
			2	PHAR 570	Pharmacology for Health Professionals	8	PHYT 750	Clinical Education III
			21 sem hr			17 sem hr		
(spring)	Semester 2		(spring)	Semester 5		(spring)	Semester 8	
6	PHYT 505	Musculoskeletal Physical Therapy I	4	PHYT 606	Musculoskeletal Physical Therapy III	8	PHYT 751	Clinical Education IV
2	PHYT 511	Integumentary Physical Therapy	4	PHYT 612	Pediatric Physical Therapy	8	PHYT 752	Clinical Education V
3	PHYT 512	Neuromuscular Physical Therapy I	3	PHYT 617	Neuromuscular Physical Therapy III	16 sem hr Total Hours for 3 rd Year = 33 hrs		
2	PHYT 550	Clinical Education I	1	PHYT 622	Practice Management Skills in Physical Therapy			
3	PHYT 640	Critical Inquiry I	3	PHYT 624	Orthotics and Prosthetics			
4	NRSG 325	Pathophysiologic Basis for Alterations In Health (Co listed with Nursing)	3	PHYT 740	Critical Inquiry II			
20 sem hr			18 sem hr					
(summer)	Semester 3		(summer)	Semester 6				
2	PHYT 506	Functional Mobility	8	PHYT 650	Clinical Education II			
3	PHYT 510	Physical Agents	8 sem hr					
2	PHYT 522	Professional Practice Expectations I	Total Hours 2 nd Year = 47 hr					
7 sem hr Total Hours 1 st Year = 45 hrs								

Physical Therapy Education Associated Faculty

Faculty Name	Faculty Address	Phone
Janice Flegle, MA, OTR/L	MMI 2025A, Zip 5450	559-5727
Reggie Harbourne, MS, PT, PCS	MMI 2023, Zip 5450	559-5067
Kim Marlatt, PT, ATC	PO Box 28 Gordon, NE 69343	(308) 282-0203
Wayne Stuberg, PhD, PT, PCS	MMI 2021A, Zip 5450	559-5720
Joe Siracusano, MA, PT	Pain Center, Zip 5640	559-6292
Sandy Willett, MS, PT, PCS	MMI, Zip 5450	559-5719

Record of Attendance at National Meetings and District Meetings

Print Name _____ Graduating Class of _____

Attended National Meeting

Name of Meeting: _____

Location of Meeting: _____

Date of Meeting: _____

Director's Initials: _____

Attended District Meeting

District Location: _____

Date of Meeting: _____

Present/Topic of Meeting: _____

Faculty Member Attending (optional): _____

Attended State Meeting***

Location of meeting: _____

Date of Meeting: _____

Present/Topic of Meeting: _____

Faculty Member Attending (optional): _____

**Please be sure to sign-in where a sign-in sheet is available.

***NOTE: To ensure credit for State meetings, please provide the certificate-of-attendance as a record of attendance for a given NPTA Chapter Meeting (Fall or Spring).

